

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Purchasing Agent	<u>Revision Date:</u>	10/2014
		<u>EEO Category:</u>	Professional
		<u>Status:</u>	Exempt (Admin)
		<u>Control No:</u>	30362

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Finance and Information Technology Director, performs or coordinates purchasing services for the City. Purchasing Agent manages daily workflow of processing requisitions, purchase orders and change orders; prepares bid solicitation documents; maintains vendor relations; coordinates with departments regarding training and other purchasing efforts; and manages purchasing related risks.

III. Essential Duties:

- Processes requisitions, purchase orders and change orders on a timely basis and in compliance with City policies and ordinances.
- Prepares invitations for bids (IFBs) and requests for proposal (RFPs) on a timely basis and in compliance with City policies and ordinances.
- Maintains a complete and accurate database of purchasing transactions.
- Recommends amendments to City purchasing policy when warranted.
- Maintains an accurate vendor list as well as positive and professional relationships with the City's vendors.
- Coordinates purchasing process with department buyers, correcting and reporting non-compliant purchases and training when needed.
- Oversees the security of the City's automated purchasing system by controlling access and use by departmental users.
- Manages risks associated with purchasing.
- Supervises Purchasing Agent.

IV. Marginal Duties:

- Assists in the development and maintenance of the surplus property program.
- Performs other duties as assigned.

V. Qualifications:

**Education:** Requires a bachelor's degree in business, purchasing, accounting, or related field. May substitute any equivalent combination of experience and education.

**Experience:** Requires two years directly related work experience. May substitute any equivalent combination of experience and education.

**Certifications/Licenses:** Requires a valid Utah Driver's License. Certified Purchasing Manager (CPM) and/or Accredited Purchasing Practitioner (APP) Certifications are encouraged.

**Probationary Period:** A one-year probationary period is a pre-requisite to this position.

**Knowledge of:** Principles of purchasing and accounting; relevant statutes and ordinances; inventory management; cost benefit analysis, cost comparison analysis; personal computers and applications; correct English usage, vocabulary, and arithmetic.

**Responsibility for:** Important City records dealing with confidential matters; great responsibility for the care,

condition, and use of materials, equipment, and money; must decide what bid information is to be kept private and what can be released to the public; upkeep of purchasing database. Supervision of Purchasing Agent.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; communicate effectively verbally and in writing; constant contact with the public and City departments presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; requires a well-developed sense of strategy and timing.

**Tool, Machine, Equipment Operation:** Requires regular use of a personal computer (spreadsheet and word processing), 10-key, printer, copier, fax and telephone system.

**Analytical Ability:** Follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems; work independently with little supervision; negotiate effectively with business vendors.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; a great amount of pressure and fatigue is present during an average work day; constant exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_